

PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES**THURSDAY, September 9, 2010**

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:20 pm by Mickey DePalo, Vice-Chairperson.

ROLL CALL**Present** Members DePalo, Layfer and Yegparian**Absent...** Members Prouty and Ferguson**Staff Present...** Director Chris Daste, Deputy Directors Jan Bartolo, Marisa Garcia, Gaby Flores; Administrative Officer Johnathan Frank, Managers Kris Smith and Gwen Indermill, Acting Recording Secretary Paula Ohan**APPROVAL OF MINUTES**

Approval of minutes for August was postponed to the October meeting.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

WRITTEN COMMUNICATIONS

None.

ORAL COMMUNICATIONS

None.

ANNOUNCEMENTS

Upcoming events were announced. Counselors in Training (CITs) were recognized.

NEW BUSINESS**1. Burbank Tennis Center Annual Report**

Mr. Starleaf gave his annual report on the Burbank Tennis Center including classes, events, and activities.

In response to a Boardmember's question, Mr. Starleaf explained that his goal for the future was to continue to provide affordable tennis services and activities for the community, as well as attempt to bring back the Challenger event.

ACTION Note and File**2. Youth Summer Program Update**

Staff provided an overview of the Department's mission and updates on the 2010 Youth Task Force recommendations, 100 Best Communities competition, Connect with your Community program, Youth Rewards program, Media Communications Team, Challenge Day, School based counseling programs, Summer Parks, nature programs, Arts Experience Camps, Tot Summer Fun Days, Kids at Play van, SummerDaze camps, annual camp events, Counselor in Training program, AfterSchool Days, youth sports and aquatics programs, sports camps, hap minor baseball and ponytail softball leagues, swim classes, swim teams, lifeguard classes and the water carnival.

Staff clarified that the 100 Best Communities organization is very particular about where and how their logo is displayed and certain guidelines must be followed; however, the City is allowed to recognize the award on grant applications. Staff is also constantly evaluating classes and programs, as well as obtaining feedback from patrons and the community to determine which programs are (or are not) working. A Boardmember asked that the evaluation of programs and changes related to such should be placed on the Board's agenda twice a year. Another Boardmember insicated his desire to see the acquisition of properties (for possible park expansion) added for review as well.

ACTION Note and File**3. Procedures for Awarding Certificates**

Due to Mr. Ferguson's absence, the Board decided to postpone this item to October.

ACTION Re-agendize for the October meeting.**4. Comment Card Edits**

Mr. Daste referred to a previous meeting during which a comment was made by a speaker who felt that the Board should entertain comments on any subject (and questioned the verbiage on the comment card). The Board asked staff to look into the issue. The question was presented to the City Attorney, Dennis Barlow, who noted that the verbiage on the comment card was in alignment with the Brown Act. The Board was presented with the two options: 1) Leave the card as is or 2) Create 2 oral communication cards- the first allowing the

public to speak on any item on the agenda and the second allowing the public the opportunity to speak on anything in relation to the Park, Recreation and Community Services Department.

After discussion, the majority of the Board agreed to leave the comment card verbiage as is. Mr. Daste would request that the City Attorney contact Mr. Yegparian to clarify some specific questions he had regarding Brown Act requirements.

ACTION Make no changes to current comment cards.

5. Neighborhood Town Hall Meetings

Due to Mr. Ferguson's absence, the Board decided to postpone this item to October.

ACTION Re-agendize for the October meeting.

6. Burbank Athletic Federation (BAF) Board Interview Committee Liaison Selection

Ms. Garcia explained that effective this year, appointments to the BAF Board will be made by the Park, Recreation and Community Services Board. It had been the Board's desire that an ad-hoc committee be established to interview all candidates and make recommendations to this Board for final selection. There are two position vacancies to fill for 2011 and candidates will be scheduled for interviews in late October. Staff anticipates bringing the BAF appointment item to this Board in November or December.

Staff clarified that a press release was sent to the Public Information Office and all the regular advertising mediums were used for recruitment. After discussion, Mr. Yegparian made a motion to elect Mr. Layfer and Mr. DePalo as the Interview Committee Liaisons (seconded by Mr. Layfer, passed 3-0).

ACTION Mr. Yegparian made a motion to elect Mr. Layfer and Mr. DePalo as the Interview Committee Liaisons (seconded by Mr. Layfer, passed 3-0).

7. Upcoming Park Board Meeting Scheduling

Mr. Daste explained that the November meeting would fall on the Veterans Day Holiday this year and asked the Board to discuss alternate dates for next month's meeting.

After discussion, it was decided that staff would bring the item back next month with several options on dates as well as alternate locations (both televised and un-televised). The Board (including the members who were not present this evening) would then discuss and decide on a new date.

ACTION Gather additional information and re-agendize for the October meeting.

OLD BUSINESS

1. Rim of the Valley Corridor Special Resource Study

Ms. Bartolo reminded the Board that she and Member Yegparian had attended a briefing hosted by the National Park Service (NPS) a few months ago. The purpose of the study involving the five Valleys in the Los Angeles and Ventura county areas (the Rim of the Valley Corridor) was to determine whether any portion of the Rim of the Valley Corridor could be considered eligible to be designated as a unit of the National Park system or added to an existing national park. The initial comment period runs through October 29. The National Park Service feels strongly that the success of the study depends on input. The Board received a schedule of upcoming public meetings and were encouraged to attend. Staff will continue to update the Board.

The public was encouraged to provide pertinent information regarding the Rim of the Valley corridor and adjacent locations in order to qualify for this honor. Boardmembers asked that the information on input sessions be placed on the website and channel 6 scroll if possible, as well as forwarded to the Burbank Times and Leader newspapers.

ACTION Note and File.

2. City Council Agenda Items

Mr. Daste reported that appropriations were approved (Aug. 17) and the Work program was presented (Aug. 24); the creation of an Assistant Park, Recreation and Community Services Director and changes to the Deputy Director position were approved 4-1 and the Cultural Arts Commission was approved 4-1 and there was a zone text amendment to modify the personal wireless telecommunications services ordinance (Aug. 31); centennial update and youth board appointments (Sept. 14); Starlight Sponsorship recognition and Carson Park redesign (Sept. 21) and Childcare Committee appointments (Oct. 5).

ACTION Note and File.

3. Letter Supporting - Save the Los Angeles River Studio City Open Space Conservation Initiative

Mr. Frank explained that staff composed two letters on behalf of the Board; one to City Council and the other to the non-profit organization expressing the Board's support of their efforts (as was directed at last month's meeting). The letters were included in the packets for the Board's discussion and approval.

After discussion, staff was directed to add a sentence requesting that Mayor Reinke encourage the City Council to send their own letter of support to the organization. Staff would keep the Board apprised of any updates and on the matter and any action by the City of Los Angeles, under whose jurisdiction this particular issue falls.

ACTION Amend the letter to the Mayor and return with updates as appropriate.

REPORTS

None

ADDITIONAL COMMENTS FROM AUDIENCE

None

ADDITIONAL COMMENTS FROM BOARD AND STAFF

Mr. DePalo asked about the computer problems at the recreation centers. Mr. Daste explained that staff, along with the IT Department, are working to solve the problems. Mr. Layfer asked for the following items: quarterly updates on Verdugo Pool beginning in November, a quarterly update on revenue and expense tracking, quarterly maintenance updates, updates on how the park patrol program is running (on a higher level) and a quarterly update including funding sources when it is closer to budget time. Mr. Yegparian asked about the Verdugo Pool project. Ms Garcia reported that the project was on target for October or November of 2011. Mr. Yegparian felt that there should be an agenda approval item on the agenda.

ADJOURNMENT

The meeting adjourned at 8:33 pm.

CHAIR: _____ **Date:** _____

SECRETARY: _____ **Date:** _____